



Experiential Learning Application

Registrar's Office – Gannon Building – StarZone
411 N Grand Avenue, Lansing, MI 48933
Phone: 517-483-1200 | Fax: 517-483-9668

Experiential Learning Procedure & Information

1. You must be admitted to Lansing Community College to apply for experiential learning credit.
2. Experiential learning must directly relate to specific course(s) required within your declared program of study.
3. Prior to submitting the application and documentation, a student must meet with an advisor in the department for which credit is being sought.
4. There is a \$150.00 processing fee to be made to Student Finance. This fee is non-refundable. Payment options include checks made out to Student Finance or online payment via the [Registrar Marketplace](#).
5. The completed application and required supporting documents will be forwarded by the Registrar's Office to the appropriate Academic Dean and the Curriculum Information Management Team (CIMT).
6. It is the student's responsibility to keep a copy of all documents contained in his or her application. Documentation submitted to Lansing Community College becomes the property of the institution and will not be returned to the student.
7. The Academic Division determines what credit, if any, can be granted to the student. During the Spring/Fall Semester, the assessment should be completed within eight (8) weeks after the application is received.
8. The Faculty member or Program Director will prepare and submit an "Experiential Learning Credit Authorization" to the divisional Dean or Associate Dean for approval or disapproval.
9. If approved, the dean will sign and forward the original authorization to the Registrar's Office to have the credits posted to the student's official student record. A copy will also be mailed to the student.
10. If credit is denied, or a student believes the evaluation was incorrect, the student may file a written appeal to the dean of the division from which the credit is being sought. Appeals must be received within six weeks from the date of the credit authorization. The decision of an Academic Affairs representative shall be final. Please reference the current college catalog for appeal procedures.

Definition of Experiential Learning

Lansing Community College is in agreement that learning outside the classroom is valid. Therefore, it is the College's function to assess extra-institutional learning and experience as part of its credentialing responsibility.

The American Council on Education points out that the American society abounds in resources for learning at the post-secondary level. Public, private, and proprietary educational institutions exercise the central but not the exclusive responsibility for instruction and learning. Associations, businesses, government, industry, the military, and unions, sponsor instruction. In addition, independent study and reading, work experiences, the mass media, and the social interaction contribute to learning and competency. The American Council on Education also notes "full and effective use of all educational resources is a worthy educational and social goal."

Provisions & Fee in Effect for All Experiential Learning Applications

Procedures

Relevant aspects of personal and professional experience gained through actual job-related activities and special training experiences may be applied to an academic program. These experiences may be translated

into academic credit provided they are directly related to the learning outcomes of a course relative to the program of study or degree being pursued at Lansing Community College. These experiences must have been obtained from a non-academic source not otherwise available for academic credit through the transfer process.

Any student that has been admitted to Lansing Community College may apply for experiential learning credit by obtaining the Experiential Learning application from the Registrar's Office (Gannon Building) or by calling (517) 483-1200. Before submitting a completed application, a student should contact the Academic Division from which the credit is being sought. The purpose of this preliminary contact is to provide the student with an explanation as to how the process takes place. A student should then submit the completed Experiential Learning Application, along with the supporting documents and the \$150.00 processing fee to Student Finance. The student must also attest by his or her signature, that all information submitted is true and correct to the best of their knowledge.

Documentation

The student must document and provide evidence of all experiential learning experiences. It is the student's responsibility to keep a copy of all documents contained in his or her application. The purpose of the documentation is to substantiate that a student's knowledge and/or experience equates to specific Lansing Community College course(s). Documentation submitted to Lansing Community College becomes the property of the institution and will not be returned to the student. Documentation may be defined as, but not limited to, complete job descriptions, copies of course materials and outlines, certificates, training reports, signed supervisory verifications and evaluations on letterhead, and any other descriptive information that may provide a clear understanding of a student's background and competencies. Lansing Community College requires certification that the work or training experience is the student's own. The College will retain the experiential learning application all supporting documents.

Assessment of Application

The Registrar's Office will forward the completed Experiential Learning Application and supporting documents to the respective Academic Division. The division will assign the application to an appropriate and impartial assessor for review and credit assessment. Assessors, composed of a cross-section of faculty and administrators, have the responsibility for evaluation and assignment of academic credit for experiential learning. In the evaluation process, the assessor will verify the accuracy and validity of the information stated on the Experiential Learning Application and supporting documents, by contacting various references and former employers whose names have been provided. If all is in order, the committee member will determine whether the student's experiential learning fits into appropriate competency and subject areas within the student's educational program (curriculum). The respective divisions of Lansing Community College must state the assignment of credit in terms of equivalent courses which are offered. Whenever credit is sought from more than one division, the process will be completed on a division by division basis. After completion of the evaluation by the first division, the Registrar's Office will forward the application to the next division. For each division granting credit, there will be a credit authorization form approved by the respective dean.

Applicability of Credit

The Academic Division will determine what credit granted can be applied to the student's program. In determining whether it is appropriate to accept a student's experiential learning for credit, the major considerations should be the student's educational objective and extra-institutional learning achievement. The assessor will determine from documentation submitted the courses for which the student can be granted experiential learning credit. Credit for experiential learning will be recorded on a student's official transcript and on the basis of a course by course equivalency and shall be prominently identified as credit for experiential learning.

A maximum of forty-five (45) semester hours of experiential learning may be applied towards a Lansing Community College associate degree. Fifteen (15) credits toward the curriculum must be earned in attendance at Lansing Community College to comply with the College's residency requirement for graduation.

Lansing Community College's decision to award credit for experiential learning does not obligate any other institution to accept such credit in transfer. Receiving institutions reserve the right to assess transcripts of incoming students and award credit as they see fit. Credit received based on experiential learning may not be used for financial aid or veteran's benefits eligibility. LCC does not accept transfer credit for experiential learning at other institutions.

Student Appeal Procedures

Students who believe the evaluation of their experiential learning is incorrect may file a written appeal to the dean of the division from which credit is being sought. Appeals must be received within six (6) weeks from the date the credit authorization was assessed. In such instances, the Dean will conduct a procedural review to ensure that the student was treated in a fair and non-discriminatory manner. The decision of the Dean shall be final.

Instructions

To apply for experiential learning credit, an individual must be admitted to Lansing Community College.

Prior to submitting the Experiential Learning Application, the student must meet with an Advisor in the department for which credit is being sought.

Upon the request of the Academic Division, students must arrange to meet with the assessor to personally provide additional information and answer questions that relate to the assessment of credit for experiential learning.

The student is personally responsible for completing the Experiential Learning Application, providing supporting documentation, and emailing those to the [Registrar](#) or mailing them to the address below:

**Student Finance Office
Lansing Community College
309 N Washington Square Suite 200
Lansing, MI 48933**

Options for submitting the \$150 processing fee include an electronic payment through the [Registrar Marketplace](#), or mailing a check to the address above.

Student Information

Last Name:	First Name:	MI:
Username OR Student #:		
Street Address:		
City:	State:	Zip:
Primary Phone:		
Email:		

Employment Information

Present Employer:	Position:
Employer Address:	

City:	State:	Zip:
Employer Phone:		

Part I – Previous Education & LCC Program of Study

Highest Level of Education:

LCC Program of Study (Curriculum) for Which Experiential Learning is Being Requested

Program Title and Program Code:
Degree/Certificate:
Courses Being Requested for Review:

Part II – Applicant’s Signature

I certify that the information submitted within this application is true and correct to the best of my knowledge and that the work or life experience represented is my own. Willful failure to give accurate information is considered adequate grounds for dismissal from Lansing Community College.

Note: Lansing Community College’s decision to award credit for experiential learning does not obligate any other institution to accept such credit in transfer.

Applicant Signature:

Date:

Part III – Experiential Learning from Work Experience Which Applies to Student’s LCC Program of Study

Please print additional pages, if needed.

Dates of Employment	From:	To:
Firm or Agency:		
Department:		

Job Position Information

Job Title:
Supervisor’s Name:
Supervisor’s Job Title:

Instructions: Please provide information as to how you have met the learning outcomes of the course(s) being requested. You may attach additional documentation (complete job descriptions, copies of course materials and outlines, certificates, training reports, signed supervisory verifications and evaluations on letterhead, etc.), if you so choose.

Documentation Attached?

Part IV – Experiential Learning from Training Experiences Which Applies to Student’s LCC Program of Study

Please print additional pages if needed.

Title or Type of Training:

Training Organization:

From:

To:

Instructions: Please provide information as to how you have met the learning outcomes of the course(s) being requested. You may attach additional documentation (complete job descriptions, copies of course materials and outlines, certificates, training reports, signed supervisory verifications and evaluations on letterhead, etc.), if you so choose.

Documentation Attached?

Part V – Applicant’s Personal Statement

This portion may be completed by the applicant who desires to justify in writing, their request for credit based on experiences. A narrative statement of 500 words or less must be attached to this application which explains how the prior experiences related to the student’s LCC program.

Documentation Attached?

Equivalent Course Credit at LCC (Department Use Only)

Course Title	Credits	Course Code

Evaluator Name: (Please Print)	
Department:	Date:
Evaluator Signature:	
Evaluator Comments:	